Acknowledgement with expected delivery schedule

Subject: Purchase Order Confirmation [PO Number]
Dear [Supplier Name],
We confirm receipt of your purchase order [PO Number]. The order will be fulfilled and shipped by
[Expected Delivery Date]. All items will be inspected before dispatch, and tracking details will be
shared accordingly.
Thank you for your prompt cooperation.
Best regards,
[Your Name]
[Company Name]
[Designation]

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